

# ANNUAL PUBLIC FILE EEO REPORT

## KTMD TV-47

Call Sign of Station(s): KTMD 4/1/09 – 03/31/10

1. List all full-time job vacancies filled by any station covered by this report during the past year.

Line Producer  
Managing Editor/Executive Producer  
Part-time Audio Operator  
Anchor/Reporter  
Technical Director  
Video Journalist

2. For each vacancy listed, attach to this report the relevant and completed Recruitment Source Data Form. **Included at the end of the report.**
3. In total, how many interviewees did the station (or station group) interview for all the full-time job vacancies identified in response to Question 1?

27 total interviewees

4. In total, how many persons interviewed by the station for any of the above-listed job vacancies were referred to the station from each of the recruitment sources used by the station? Please provide this information in matrix form.

Name of Recruitment Source	Total Number of Interviewees Referred During Year
GE Website	12
GE Website/Employee Referral	
NBC Website	5
Internal	7
University of Houston Career Center	
Houston Association of Hispanic Media Professionals	
TVJobs.com	
KTMD Internship Program	2
YOH Managed Staffing	1

5. Please summarize the station's (or station group's) broad outreach initiatives during the past year. Please identify each initiative in which the station substantially participated; the date(s) of each initiative; the names and titles of the station personnel who participated in each initiative; and a short summary of the nature and extent of the station's participation in each initiative.

### **January 9, 2010**

#### **Hispanic Forum Career And Education Day 2010.**

Art Sobarzo, (Creative Services Mgr) and Frank Morales (Regional Finance Mgr) attended the event.

Attendance: Approximately 17,000 parents, students and volunteers.

Event offers more than 50 panel sessions conducted by professionals from a variety of fields that provide detailed descriptions of their careers. These include accounting, engineering, journalism, technology, law, the arts and many more. The event was from 8:00am until 3:00pm.

KTMD Telemundo of Houston offers a Booth where attendees can learn of the station and its operations, but they can also fill out internship applications for current and future job openings. Attendees are also referred to the NBC/Telemundo website for current local and national open positions within the company.

### **March 30 through April 8, 2010**

#### **University of Houston Spring Careers & Coffee event**

Art Sobarzo, (Creative Services Mgr), Frank Morales (Regional Finance Mgr), and Ana Lamas (Managing Editor/EP) attend the event.

Attendance: Approximately 10,000 students and visitors

Event offers a series of career opportunities in various fields such as business, science, technology, and public service. KTMD participates by hosting a booth that showcases our company and provides the opportunity to recruit current and graduating students for available job openings within the company. Students not only learn about current jobs at KTMD, but they also learn about our internship program and the requirements to participate.

KTMD Telemundo of Houston has a table/booth where attendees can come and interact with current media talent as well as managers from different departments. Students are given the chance to sign up for future internship positions for Spring, Summer and Fall semesters. Attendees are also referred to the NBC/Telemundo website for current local and national open positions.

### **2010**

#### **Houston Association of Hispanic Media Professionals (HAHMP)**

Art Sobarzo, (Creative Services Mgr), Frank Morales (Regional Finance Mgr), and Ana Lamas (Managing Editor/EP) attend the event.

Attendance: Approximately 500 people at Gala Event/ 10,000 hits to association website [www.hahmponline.org](http://www.hahmponline.org)

Organization offers scholarships to Hispanic media professionals every year and holds various organization activities throughout year. It also provides access to the website to post any job openings and/or internship opportunities available at any local media company.

KTMD Telemundo of Houston participates in this organization's activities and provides information related to internship and job opportunities currently available. The website address is also provided to attendees to visit NBC/Telemundo to find job openings. KTMD also uses HAHMP's website to post any open internship or job openings available.

### **Internal Initiatives**

In addition to the above-mentioned events, the station's job openings are also promoted at career fairs and internship fairs throughout the Telemundo station group. All job openings are posted on the GE and NBC Universal's career websites and are automatically routed to National Job Bank. The following internal EEO Management Training is also conducted throughout the year. All NBC and Telemundo Employees are required to complete a course designed to prevent Harassment and Discrimination, training is offered on-line.

### **2010**

#### **Internship Program**

Art Sobarzo, (Creative Services Mgr), Frank Morales (Regional Finance Mgr), and Ana Lamas (Managing Editor/EP) are in charge of the internship program for KTMD.

For the year 2009-to present, KTMD had a total of 20 interviewees that were interviewed for five internship positions within the News and Production/Creative Services department. The interns are recruited from the different organizations the station works with throughout the year. Below is a summary of the interns and the recruitment source.

#### **Recruiting Source:**

University of Houston	10
HAHMP	6
Career Day	4

Final list of internship eligible applicants for Spring 2010 Semester is as follows:

Yesenia Ramirez  
Claudia Benitez  
Rubidia Guzman  
Stephanie Guzman  
Ariadna Orozco

**JOB VACANCY  
RECRUITMENT SOURCE DATA FORM**

Station: KTMD

Job Title: Line Producer (#1111721)

Date Job Filled: 1/25/10

Recruitment Source

That Referred

Ultimate Hire: Internal

<b>Name of Recruitment Source</b>	<b>Address of Recruitment Source</b>	<b>Contact Person</b>	<b>Telephone / e-mail</b>	<b>Has this source requested notices?</b>
<b>gecareers.com</b>	<a href="http://www.gecareers.com">www.gecareers.com</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>nbcunicareers.com</b>	<a href="http://www.nbcunicareers.com/">http://www.nbcunicareers.com/</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>Americas Job Bank</b>	<a href="http://www.ajb.dni.us/">http://www.ajb.dni.us/</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>Internal Referral</b>		Lucia Botello	Lucia.botello@nbcuni.com	No
<b>Internal Candidate</b>		Lucia Botello	Lucia.botello@nbcuni.com	No
<b>University of Houston career center</b>			713-743-2255	No
<b>Houston Association of Hispanic Media Professionals</b>			713-568-5604	No
<b>Tvjobs.com</b>	<a href="http://www.tvjobs.com/">http://www.tvjobs.com/</a>			No
<b>KTMD Internship Program</b>		Art Sobarzo	713-243-7789	No
<b>YOH Managed Staffing</b>		Vanessa Escalante	Vanessa.escalante@nbcunicom	No

**JOB VACANCY  
RECRUITMENT SOURCE DATA FORM**

Station: KTMD

Job Title: Managing Editor/EP (#1111714)

Date Job Filled: 1/25/10

Recruitment Source

That Referred

Ultimate Hire: Internal

<b>Name of Recruitment Source</b>	<b>Address of Recruitment Source</b>	<b>Contact Person</b>	<b>Telephone / e-mail</b>	<b>Has this source requested notices?</b>
<b>gecareers.com</b>	<a href="http://www.gecareers.com">www.gecareers.com</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>nbcunicareers.com</b>	<a href="http://www.nbcunicareers.com/">http://www.nbcunicareers.com/</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>Americas Job Bank</b>	<a href="http://www.ajb.dni.us/">http://www.ajb.dni.us/</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>Internal Referral</b>		Lucia Botello	Lucia.botello@nbcuni.com	No
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<b>University of Houston career center</b>			713-743-2255	No
<b>Houston Association of Hispanic Media Professionals</b>			713-568-5604	No
<b>Tvjobs.com</b>	<a href="http://www.tvjobs.com/">http://www.tvjobs.com/</a>			No
<b>KTMD Internship Program</b>		Art Sobarzo	713-243-7789	No
<b>YOH Managed Staffing</b>		Vanessa Escalante	Vanessa.escalante@nbcunicom	No

**JOB VACANCY  
RECRUITMENT SOURCE DATA FORM**

Station: KTMD

Job Title: Part-time Audio Operator (#1115086)

Date Job Filled: 1/25/10

Recruitment Source

That Referred

Ultimate Hire: External

<b>Name of Recruitment Source</b>	<b>Address of Recruitment Source</b>	<b>Contact Person</b>	<b>Telephone / e-mail</b>	<b>Has this source requested notices?</b>
<b>gecareers.com</b>	<a href="http://www.gecareers.com">www.gecareers.com</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>nbcunicareers.com</b>	<a href="http://www.nbcunicareers.com/">http://www.nbcunicareers.com/</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>Americas Job Bank</b>	<a href="http://www.ajb.dni.us/">http://www.ajb.dni.us/</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>Internal Referral</b>		Lucia Botello	Lucia.botello@nbcuni.com	No
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<b>Tvjobs.com</b>	<a href="http://www.tvjobs.com/">http://www.tvjobs.com/</a>			No
<b>KTMD Internship Program</b>		Art Sobarzo	713-243-7789	No
<b>YOH Managed Staffing</b>		Vanessa Escalante	Vanessa.escalante@nbcunic.com	No

**JOB VACANCY  
RECRUITMENT SOURCE DATA FORM**

Station: KTMD

Job Title: Anchor/Reporter (#1111698)

Date Job Filled: 2/8/10

Recruitment Source

That Referred

Ultimate Hire: External

<b>Name of Recruitment Source</b>	<b>Address of Recruitment Source</b>	<b>Contact Person</b>	<b>Telephone / e-mail</b>	<b>Has this source requested notices?</b>
<b>gecareers.com</b>	<a href="http://www.gecareers.com">www.gecareers.com</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>nbcunicareers.com</b>	<a href="http://www.nbcunicareers.com/">http://www.nbcunicareers.com/</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>Americas Job Bank</b>	<a href="http://www.ajb.dni.us/">http://www.ajb.dni.us/</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>Internal Referral</b>		Lucia Botello	Lucia.botello@nbcuni.com	No
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<b>University of Houston career center</b>			713-743-2255	No
<b>Houston Association of Hispanic Media Professionals</b>			713-568-5604	No
<b>Tvjobs.com</b>	<a href="http://www.tvjobs.com/">http://www.tvjobs.com/</a>			No
<b>KTMD Internship Program</b>		Art Sobarzo	713-243-7789	No
<b>YOH Managed Staffing</b>		Vanessa Escalante	Vanessa.escalante@nbcunicom	No

**JOB VACANCY  
RECRUITMENT SOURCE DATA FORM**

Station: KTMD

Job Title: Technical Director (#1111718)

Date Job Filled: 2/8/10

Recruitment Source

That Referred

Ultimate Hire: Internal

<b>Name of Recruitment Source</b>	<b>Address of Recruitment Source</b>	<b>Contact Person</b>	<b>Telephone / e-mail</b>	<b>Has this source requested notices?</b>
<b>gecareers.com</b>	<a href="http://www.gecareers.com">www.gecareers.com</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>nbcunicareers.com</b>	<a href="http://www.nbcunicareers.com/">http://www.nbcunicareers.com/</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
<b>Americas Job Bank</b>	<a href="http://www.ajb.dni.us/">http://www.ajb.dni.us/</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
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<b>Internal Candidate</b>		Lucia Botello	Lucia.botello@nbcuni.com	No
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<b>Tvjobs.com</b>	<a href="http://www.tvjobs.com/">http://www.tvjobs.com/</a>			No
<b>KTMD Internship Program</b>		Art Sobarzo	713-243-7789	No
<b>YOH Managed Staffing</b>		Vanessa Escalante	Vanessa.escalante@nbcunicom	No



**JOB VACANCY  
RECRUITMENT SOURCE DATA FORM**

Station: KTMD

Job Title: Video Journalist (#1111691)

Date Job Filled: 2/8/10

Recruitment Source

That Referred

Ultimate Hire: Internal

<b>Name of Recruitment Source</b>	<b>Address of Recruitment Source</b>	<b>Contact Person</b>	<b>Telephone / e-mail</b>	<b>Has this source requested notices?</b>
<b>gcareers.com</b>	<a href="http://www.gcareers.com">www.gcareers.com</a>	Evelyn Cruz	Evelyn.cruz@nbcuni.com	No
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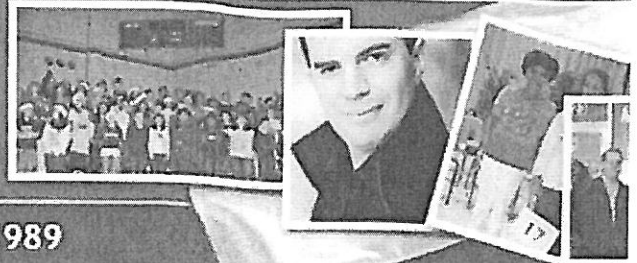


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11/30/2009 02:31 PM

## **Houston Hispanic Forum Career And Education Day 2010**

### **Fact Sheet**

- The 24th Annual Career and Education Day, will be held on Saturday, January 9th at the George R. Brown Convention Center, 1001 Avenida de las Americas, in Downtown Houston.
- The event will be held from 8:00 a.m. until 3:00 p.m.
- Career Day is free and open to all students in grades 6 through 12 and their parents. Lunch is served for free to all who attend. Free childcare is offered for students in grades 5 and below.
- Career and Education Day is organized by the Houston Hispanic Forum, a local non-profit organization.
- As far as we know, it is the largest event of its kind in the United States which stresses to students and their parents the importance of finishing high school by advising them of the many options available after graduation. Attendance is approximately 17,000 parents, students and volunteers.
- Career Day offers more than 50 panel sessions conducted by professionals from a variety of fields who provide detailed descriptions of their careers. These include accounting, engineering, journalism, technology, law, the arts, and many more. The presentations are conducted hourly.
- Other panel sessions focus on the practical aspects of selecting a college; how to obtain financial aid; college admission requirements; course selection; testing; and other important tips on how to prepare for higher education.
- Special sessions for parents are featured to provide information regarding how to take an active role in their children's education. Experts will be on hand to offer advice and share experiences.
- Some of the parent sessions will be offered in Spanish.
- The College Admissions and Financial Aid Plaza will once again be available and offers seniors and their parents information on how to finance their education and apply for college. Students will be able to fill out their FAFSA form and apply to Texas colleges online.

- Students and parents can visit the Exhibition Hall, where representative from numerous local and out-of-state colleges and universities; corporations and other organizations have booths focusing on important information for planning the student's future.
- Career Day offers information for those students who receive special education services. Our panel entitled "Triumphs in Transition" specifically addresses the services available through city, county and state agencies and also provides information on local colleges and universities who handle the requirements of students with special needs.
- Career and Education Day is made possible thanks to the monetary and in-kind contributions of corporate sponsors, including, Texas Guaranteed, Houston Endowment, Conoco Phillips, Shell Oil, HISD and many more.
- We need hundreds of volunteers to help us put on this event. Those interested in volunteering, or anyone who would like more information can call the Houston Hispanic Forum at 713-522-8077, or log on to our website, [www.hispanicforum.org](http://www.hispanicforum.org).
- The Houston Hispanic Forum is a non-profit organization that promotes awareness, understanding and dialogue about issues that affect the Hispanic community and the community at large.

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#### **Faith West Academy Artists Pla**

On March 26-27 thirty-two 3-A high schools (more than 115 from all divisions) from around the state competed in 23 different visual art categories at the 2010 TAPPS (Texas Association of Private and Parochial Schools) State Competition at Concordi ...[read more](#)



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#### **CRHS Choir Students Advances f**

Congratulations to the CRHS choir students pictured who advanced from Region to pre-Area level. Twenty-six students were eligible to audition for Area placement - one of the largest groups from any Texas high school to attain this honor. ...[read more](#)



12/31/1969 07:00 PM

#### **CRHS Choir Students Eligible t**

CRHS Choir was well-represented at the Area level with an impressive 16 students, the largest group of high school students to achieve this honor from any high school choir in Katy ISD. These students were eligible to audition for the prestigio ...[read more](#)

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**Morales, Frank (NBC Universal, TLMD KTMD)**

**From:** Sobarzo, Arturo (NBC Universal, TLMD KTMD)  
**Sent:** Wednesday, February 10, 2010 6:30 AM  
**To:** Morales, Frank (NBC Universal, TLMD KTMD)  
**Subject:** FW: Internship/Recruiting Event

**From:** Waggoner, Jennifer [mailto:wilsonje@uhd.edu]  
**Sent:** Wednesday, February 03, 2010 1:58 PM  
**Cc:** Waggoner, Jennifer  
**Subject:** Internship/Recruiting Event

Dear Employer,

You recently sponsored a University of Houston – Downtown student as an intern or field experience candidate.

First, we hope that you enjoyed your experience working with our student and with our university, and that you felt it was productive and well worth your efforts.

Second, we would like to encourage you to do it again. Students are always searching for internships/field experience opportunities prior to graduation. Students do not need to receive monetary incentives, field experience helps them earn credit hours in their field of study. If you are interested in providing another internship opportunity, please contact me – it is very easy to get started!

Third, we would like to invite you to attend our Spring recruiting event, *Careers & Coffee*. This is a chance for you to meet potential interns and/or employees in a social setting at a minimal cost. If you have any questions, please feel free to call me directly. *If you are not able to attend, please pass it to your colleagues or HR department!*

Once again, thank you for taking the time to sponsor an internship with our UHD students. It is greatly appreciated!

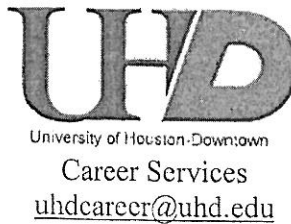
jennifer

**Jennifer Waggoner**  
**Coordinator of Career Services**

University of Houston - Downtown  
One Main Campus - 340 N  
Houston, TX 77002  
p: 713.221.8980 f: 713.221.8076

*Most Diverse University West of the Mississippi - U.S. News & World Report*

2/11/2010



February 3, 2010

Dear Colleagues, Recruiters, and Friends of UH - Downtown:

UHD Career Services is pleased to invite you to the first annual *Careers & Coffee Mixers*-- networking and recruiting mixers target specific majors and career fields. The layout and structure will offer a relaxed atmosphere where professionals can interact with students much as they would with their colleagues at professional events.

**Advantages of a mixer over a typical career fair:**

- More targeted audience – everyone attending will be majoring in an area of interest to you
- Students will pre-register - a commitment from those most serious about meeting you
- Resumes will be on file for later retrieval
- Shorter event – we know your time is valuable
- Less costly – so that you may attend more than one event
- No need to haul those give-aways, handouts, displays – you can concentrate on what the student can offer
- You have the option to send an alum with or instead of a recruiter. **We highly encourage you to bring UH-D alums whenever possible**, allowing students to identify strongly with your representative and have an example of a successful graduate of UHD.

**Series Information:** (you may attend as many you like; \$50 per session will be charged).

Sessions are from 3pm to 5pm each day.

- **Tuesday, March 30th** – Business Analytical-Oriented Careers (Accounting, Finance, CIS, Math, Supply Chain Mgmt., Risk Management)
- **Tuesday, April 6th** – Science & Technology Careers (Engineering, Technical, IT, Math and Science)
- **Wednesday, April 7th** – Business Relationship-Centered Careers (Marketing, Management, HR, Communications, Public Relations)
- **Thursday, April 8th** – Public Service Careers (Teaching, Law Enforcement, Social & Support Services)

**Registration includes:**

- Parking (parking may be limited for later registrants)
- Refreshments & Coffee
- The opportunity to meet many potential employees, interns, reps from professional organizations, and University representatives
- Access to resumes of students you identify at the event

The registration form is attached. The deadline is March 1 with wait-listing and a late fee after that date. In the meantime, should you have questions or need further information, please feel free to call our office at (713) 221-8980. Jennifer Waggoner is your primary contact for these events.

All the best,

Career Services  
Steve, April, Tracy, Jennifer

*UHD is officially designated a Hispanic Serving Institution.*

**One Main Street, Suite 340N, Houston, TX 77002-1001 (713) 221-8980 Fax (713) 221-8076**